



Education Unique ID (EDUID)

End User

Quick Reference Guide

November 2010

General FAQ

What is an EDUID?

The Education Unique Identifier (EDUID) is used to assign and verify unique IDs for individuals associated with educational programs in the state of Idaho, students and staff.

What is the EDUID Application?

The EDUID application allows creates and verifies the EDUIDs assigned to a person in the education system in the state of Idaho.

Who would use the EDUID Application?

Superintendent, School Administrator, Program Information Manager, Registrars, or their designee.

Why would I use the EDUID Application?

To verify or request an EDUID for a person.

Where is the EDUID Application?

<https://apps.sde.idaho.gov/EDUID>

How do I get access to use the EDUID Application?

Complete the *Request for Access to the Idaho State Department of Education Data Systems Applications*. Please fax to 208.332.6878 and mail the original to SDE.

[https://apps.sde.idaho.gov/EDUID/Content/files/Access to SDE Data Systems.pdf](https://apps.sde.idaho.gov/EDUID/Content/files/Access%20to%20SDE%20Data%20Systems.pdf)

Getting Started

- Access the main EDUID site -
<https://apps.sde.idaho.gov/EDUID2>
- Left click the Log On button in the upper right corner



Logging On

- Enter your Username – usually the same as your email address

- Use the 'tab' button to get to the Password box, enter your Password – remember it is case sensitive

- Left click on the Log On button

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Log On

Please enter your username and password. If you don't have an account and require access, you may create your account on the [Registration](#) page. There is also a page to assist you if you [lost your password](#).

Account Information

Username:

Password:

By entering your user name and password you represent that:

- You are an authorized user
- You have a legitimate educational interest for receiving the disclosure of information through access to Idaho State Department of Education information applications for which you are an authorized user
- You are responsible for ensuring that any re-disclosures of information by you complies with all applicable state and federal statutes and regulations

Applicable state and federal penalties may be imposed for the failure to act in a manner in accordance with the conditions above. The sharing of user account names and/or passwords to others is specifically prohibited and will result in the termination of your access to SDE applications as well as legal penalties if applicable.

Problems Logging In?

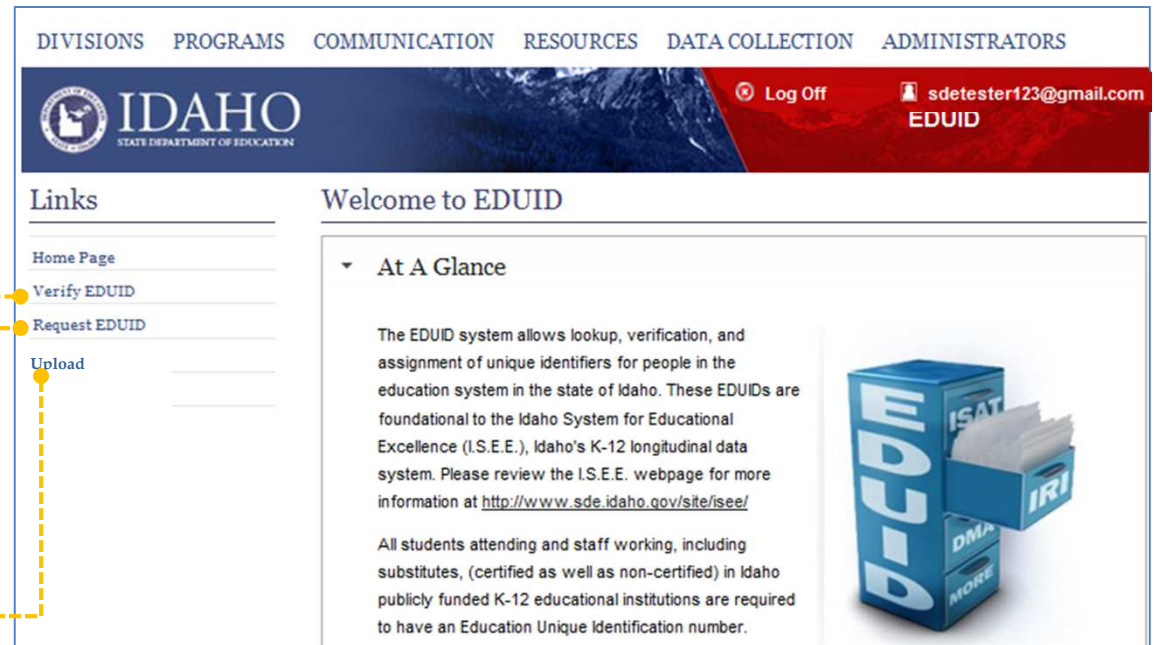
- Forgot your password?
- Need to create an account?
- If you are having problem logging in, click [here](#) for instructions.



Welcome to EDUID

There are three main sections to the EDUID tool:

- **Verify EDUID** – allows user to validate the EDUID to ensure it is the right person
- **Request EDUID** – manual process to input information to create an EDUID for one person at a time
- **Upload** – this is the file upload process to create and match many records of EDUID's at one time



Note:

- Only the menu items that you have permission to are visible, if you do not have permission to Upload then you will not see that link.

Verify EDUID

To verify an EDUID against a person's data, enter the following: EDUID, Given Name(s), Family Name(s) and Birth Date.

- Name is not case sensitive
- Gender is not required
- **EDUID** – Enter the person's unique Idaho education identifier
- **Given Name(s)** – Enter the legal given name(s). Include the first name, all middle names, and name suffix such as Jr. or III.
- **Family Name(s)** – Enter the legal family name(s). You should enter the last name(s) or surname(s) for family names. Compound names, and names composed of paternal surname plus maternal surname are allowed and encouraged. If the person is from a culture having no family/last/surname, then repeat the given name as the family name. *(See next page for examples)*

The screenshot shows the 'Verify EDUID' form with the following fields and values:

- EDUID: 101767451
- Given Name(s): Test (first AND middle names)
- Family Name(s): Test
- Gender: Male (dropdown menu)
- Birth Date: 7/24/2008 (highlighted with a yellow border)

The form also includes a 'Verify EDUID' button and a 'Links' section on the left with options: Home Page, Verify EDUID, Request EDUID, and Upload.

Name Examples

Here are some examples to help with the name input

If Name is...	Input as...	
	Given Name(s)	Family Name(s)
Jonathan Michael Porter	Jonathan Michael	Porter
Rosa Maria Martinez Portillo	Rosa Maria	Martinez Portillo
John Many Horses	John	Many Horses
Fatima Abdullah Al-Ahmed	Fatima	Abdullah Al-Ahmed
Harold William Henry Franklin IV	Harold William Henry IV	Franklin
Nina Miller-Jensen	Nina	Miller-Jensen

Verify EDUID (continued)

- **Gender** – Optional, select Unknown, Male or Female

- **Birth Date** – Birth dates can be entered in any of several formats, as demonstrated by these examples, but require they all start with Month then Day then Year (MM/DD/YYYY):

- 5/21/1999 M/DD/YYYY
- 5/21/99 M/D/YY
- 4-20-1999 M-DD-YYYY
- 4-20-99 M-DD-YY

- **Verify EDUID** – Left click to submit the verification request

The screenshot shows the 'Verify EDUID' page on the IDAHO State Department of Education website. The page has a navigation bar with links: DIVISIONS, PROGRAMS, COMMUNICATION, RESOURCES, DATA COLLECTION, and ADMINISTRATORS. The IDAHO logo is on the left, and a 'Log Off' button and user information 'sdetester123@gmail.com EDUID' are on the right. The main content area is titled 'Verify EDUID' and contains a 'Person Attributes' section with the following fields:

- EDUID: 101767451
- Given Name(s): Test (first AND middle names)
- Family Name(s): Test
- Gender: Male (dropdown menu)
- Birth Date: 7/24/2008

Below these fields is a 'Verify EDUID' button. A 'Links' sidebar on the left contains: Home Page, Verify EDUID, Request EDUID, and Upload. Dashed orange lines indicate the following connections:

- From the 'Gender' bullet point to the Gender dropdown menu.
- From the 'Birth Date' bullet point to the Birth Date text input field.
- From the 'Verify EDUID' bullet point to the Verify EDUID button.

Verification Results

- If the information matches in the EDUID database, you will get this message



The screenshot shows the IDAHO State Department of Education's EDUID verification interface. The top navigation bar includes links for DIVISIONS, PROGRAMS, COMMUNICATION, RESOURCES, DATA COLLECTION, and ADMINISTRATORS. The user is logged in as 'sdetester123@gmail.com'. On the left, a 'Links' menu contains 'Home Page', 'Verify EDUID', 'Request EDUID', and 'Upload'. The main 'Verify EDUID' section contains a form with the following fields: EDUID (101767451), Given Name(s) (Test), Family Name(s) (test), Gender (Unknown), and Birth Date (7/24/2008). A 'Verify EDUID' button is present. Below the form, the 'Answer' section displays the message: 'The EDUID matches the given information.'

- If it does not match, you will get this message



This screenshot shows the same IDAHO EDUID verification interface as the previous one, but with different input data. The EDUID field remains 101767451, but the Given Name(s) field is now 'Tara' and the Family Name(s) field is 'test'. The Gender is still 'Unknown' and the Birth Date is '7/24/2008'. The 'Verify EDUID' button is visible. In the 'Answer' section, the message reads: 'The EDUID does not match the given information.'

Incorrect Input Format

- An error message will display if a field has been input incorrectly – in this case the Birth Date was entered incorrectly as displayed by the red box around the field

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Log Off sdetester123@gmail.com
EDUID

Links

- Home Page
- Verify EDUID
- Request EDUID
- Upload

Verify EDUID

Please correct the errors and try again.

Person Attributes

EDUID: 101767451

Given Name(s): test (first AND middle names)

Family Name(s): test

Gender: (Unknown)

Birth Date: 24/07/2008 *

Verify EDUID

Request EDUID

The application compares the submitted name and other information with the current data contained in the Idaho SDE database and will return one of three possible results.

1. *Single match – return EDUID* – If submitted person information is very similar to a person already in the database, a match is made and the EDUID is returned to the submitter (either displayed on the screen, or in a CSV file).
2. *Multiple possible matches – select one or create a new EDUID entry* - If submitted person information record is similar to multiple people already in the database, then the submitter is asked to determine if the match to an existing person should be made (a close match(s) is displayed) or a new record and identifier should be created. Once the determination is made, the associated EDUID is returned to the requester.
3. *No existing match – create new EDUID* – If submitted person information is NOT sufficiently similar to a person already in the database, a new record and EDUID is created and the EDUID is returned to the submitter (automatically, without input from the submitter).

Request EDUID – Single Match

Information entered returns a single match

Request EDUID

Person Attributes

Given Name(s): (first AND middle names)

Family Name(s):

Gender: ▼

Birth Date:

EDUID Search Results

Person Attributes

Given Name(s): **David**

Family Name(s): **Wilson**

Gender: **Male**

Birthdate: **12/1/1955**

Search Result

The person below matched the provided data.

EDUID	Given Names	Family Names	Gender	Birthdate
DEMO13653	David	Wilson	Male	12/1/1955

Request EDUID – Multiple Possible Matches

Information entered returns a multiple possible matches, must select appropriate one, or create a new EDUID record.

Request EDUID

Person Attributes

Given Name(s): (first AND middle names)

Family Name(s):

Gender:

Birth Date:

Request EDUID

Resolve Multiple Matches

Person Attributes

Given Name(s): **mary**

Family Name(s): **jones**

Gender: **Female**

Birthdate: **2/2/1998**

Search Result

Multiple strong matches found, select the person from below.

Select	Given Names	Family Names	Gender	Birthdate
<input checked="" type="radio"/>	Mary Ellenor	Jones	Female	2/2/1998
<input type="radio"/>	Mary Ellen	Jones	Female	2/2/1998

Use selected person

Modify Search

New Search

If you are confident none of the matches above are the person you searched for, clicking the button below will generate a new ID and create a new person record using the data you entered.

Generate New EDUID

EDUID Search Results

Person Attributes

Given Name(s): **mary**

Family Name(s): **jones**

Gender: **Female**

Birthdate: **2/2/1998**

Search Result

The person's EDUID is displayed below.

EDUID	Given Names	Family Names	Gender	Birthdate
DEMO86523	Mary Ellenor	Jones	Female	2/2/1998

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Request EDUID – No Match

Information entered returns a no matches, must create new EDUID record.

Request EDUID

Person Attributes

Given Name(s): (first AND middle names)

Family Name(s):

Gender:

Birth Date:

EDUID Search Results

Person Attributes

Given Name(s): **Jane**

Family Name(s): **Smith**

Gender: **Female**

Birthdate: **11/1/2002**

Search Result
No match found.

If you need an EDUID for this person, clicking the button below will generate a new ID and create a new person record using the data you entered.

EDUID Search Results

Person Attributes

Given Name(s): **Jane**

Family Name(s): **Smith**

Gender: **Female**

Birthdate: **11/1/2002**

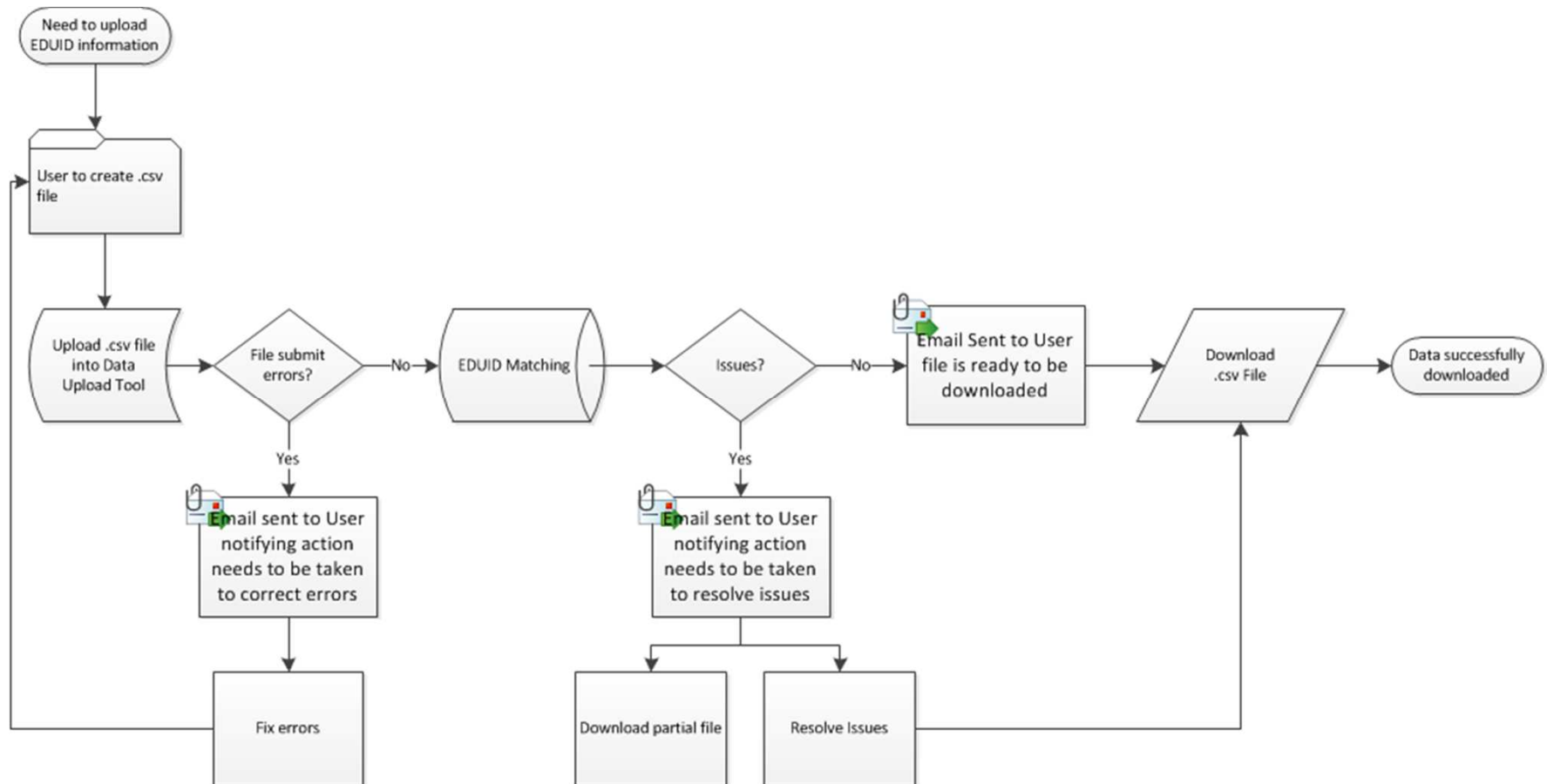
Search Result
The person's EDUID is displayed below.

EDUID	Given Names	Family Names	Gender	Birthdate
DEMO25271	Jane	Smith	Female	11/1/2002

Data Upload Tool

- *Process Overview*
- *Upload Template and File Format*
- *Download Format*
- *Upload Process*
- *Downloading Results*
- *Resolving Issues (Multiple Matches)*
- *Fixing Errors*

.CSV File Upload Workflow



Data Upload Template

- The Data Upload Tool allows a user to upload a comma delimited .csv file with multiple records to verify and create EDUIDs.
- Here is an example of the file format and column headings.

LocalPersonId	EduId	SocSecNumber	FirstName	MiddleName	LastName	Birthdate	Gender
123456	123456789	123-45-6789	Joe		Blackwood	1/1/2010	M
123457	123456788	123-45-6790	Susie		Jones	12/31/1999	f
123458	123456787	123-45-6791	Nina		Miller-Jensen	11/1/1998	female
123459		123-45-6792	John		Many Horses	3/27/2005	Male
123460		123-45-6793	Rosa	Maria	Martinez Portillo	8/4/2002	Female
123461			Lisa	Ann Marie	Smith	6/20/1985	F
123462			Joseph Jr.	John	Wilson	1/5/2000	m
123463			Bre-Anna	Maree	Johnson	10/30/1994	f
123464			Ryan	David	O'Leary	3/17/2000	male
123465			Shelly Ann	Marie	Swanson	4/5/1967	f
123466			Jo-Lynn		Chapman	2/8/1993	f
123467			JimBob		Smiley	11/5/1977	M

Required Fields

- The SDE does not store the SS# in the original format. It is stored using a hash algorithm.
- The order of the columns does not matter as long as all of these columns are included with these exact heading names.
- Note that Gender is required in the file upload, but optional in the screen input mode.

Sample File Format

- This is what the uploaded file looks like in the .csv format

```
LocalPersonId,Eduld,SocSecNumber,FirstName,MiddleName,LastName,Birthdate,Gender
123456,123456789,123-45-6789,Joe,,Blackwood,1/1/2010,M
123457,123456788,123-45-6790,Susie,,Jones,12/31/1999,f
123458,123456787,123-45-6791,Nina,,Miller-Jensen,11/1/1998,female
123459,,123-45-6792,John,,Many Horses,3/27/2005,Male
123460,,123-45-6793,Rosa,Maria,Martinez Portillo,8/4/2002,Female
123461,,,Lisa,Ann Marie,Smith,6/20/1985,F
123462,,,Joseph Jr.,John,Wilson,1/5/2000,m
123463,,,Bre-Anna,Maree,Johnson,10/30/1994,f
123464,,,Ryan,David,O'Leary,3/17/2000,male
123465,,,Shelly Ann,Marie,Swanson,4/5/1967,f
123466,,,Jo-Lynn,,Chapman,2/8/1993,f
123467,,,JimBob,,Smiley,11/5/1977,M
```

Upload File Format and Input Requirements

- The following table describes each column header, whether it is required and the input format for the .csv upload file.
- Please note that multiple names can be entered into the [FirstName](#), [MiddleName](#) and [LastName](#) fields
- The [Birthdate](#) must be in MM/DD/YYYY format including the slashes

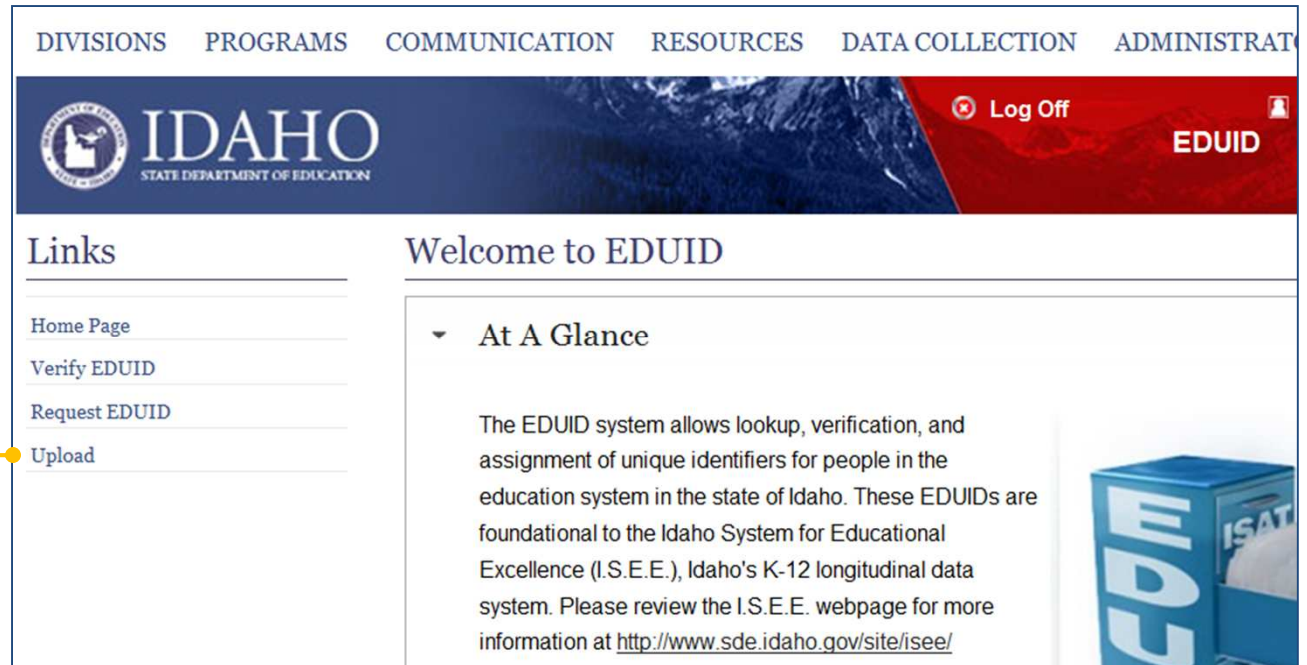
Column Name	Required Y/N	Specific format	Character Length	Comments
LocalPersonId	N	alpha-numeric	15	Not required but strongly suggested
EduId	N	Alpha-numeric	9	Not required but better match if included
SocSecNumber	N	xxx-xx-xxxx or xxxxxxxxx	11	Dashes – are optional
FirstName	Y	text	150 including spaces	Can accept multiple names
MiddleName	N	text	150 including spaces	Can accept multiple names
LastName	Y	text	150 including spaces	Can accept multiple names
Birthdate	Y	mm/dd/yyyy	10	Must include the slashes /
Gender	Y	text	10	m, M, male, or Male f, F, female, or Female

Download Overview

- Once the uploaded file has completed the matching process the file will be available for download. If there are issues that need to be resolved, a partial file will be available to be downloaded. The complete file will be available for download once all the issues have been resolved.
 - Error – an improperly formatted data record or missing data in a required field, **occurs during the upload/import process**
 - Issue – occurs when there is more than one possible match, **occurs during the EDUID matching process after the file has passed the import validation**
- Records that have issues that need to be resolved will be displayed with a link to a Multiple Match Summary screen for the user to resolve. Some issues may require further investigation before they can be resolved.
- An email will be sent to the user that uploaded the file when the file has moved to a state that requires action by the user. For example, Resolve Issues, Download.
- You can download the .csv file from the same place where it was originally uploaded.

Data Upload

- To get to the Upload page, click on the Upload link
- If you do not have permissions to Upload files, you will not see the link



The screenshot shows the Idaho State Department of Education (SDE) website. The header includes navigation links: DIVISIONS, PROGRAMS, COMMUNICATION, RESOURCES, DATA COLLECTION, and ADMINISTRATIVE. The main banner features the Idaho SDE logo and the text "IDAHO STATE DEPARTMENT OF EDUCATION". On the right, there is a "Log Off" button and a user profile icon labeled "EDUID".

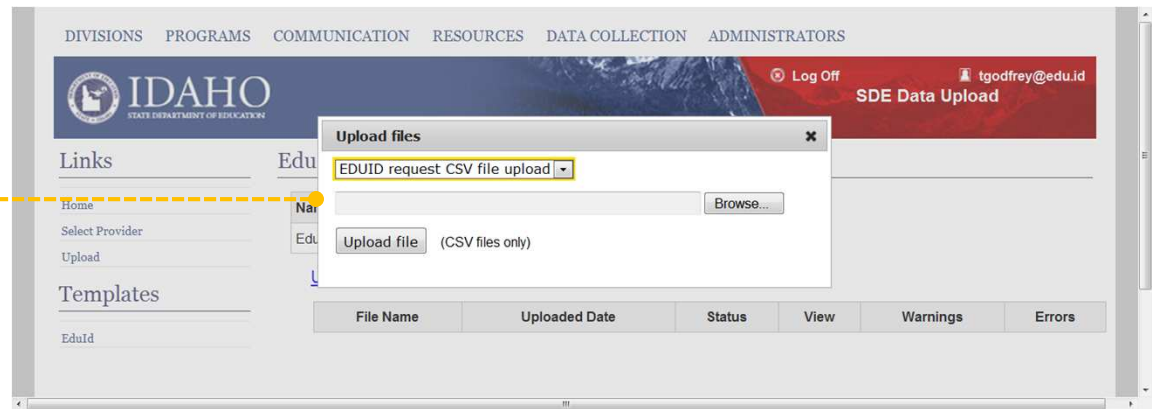
The "Links" section on the left contains the following links:

- Home Page
- Verify EDUID
- Request EDUID
- Upload

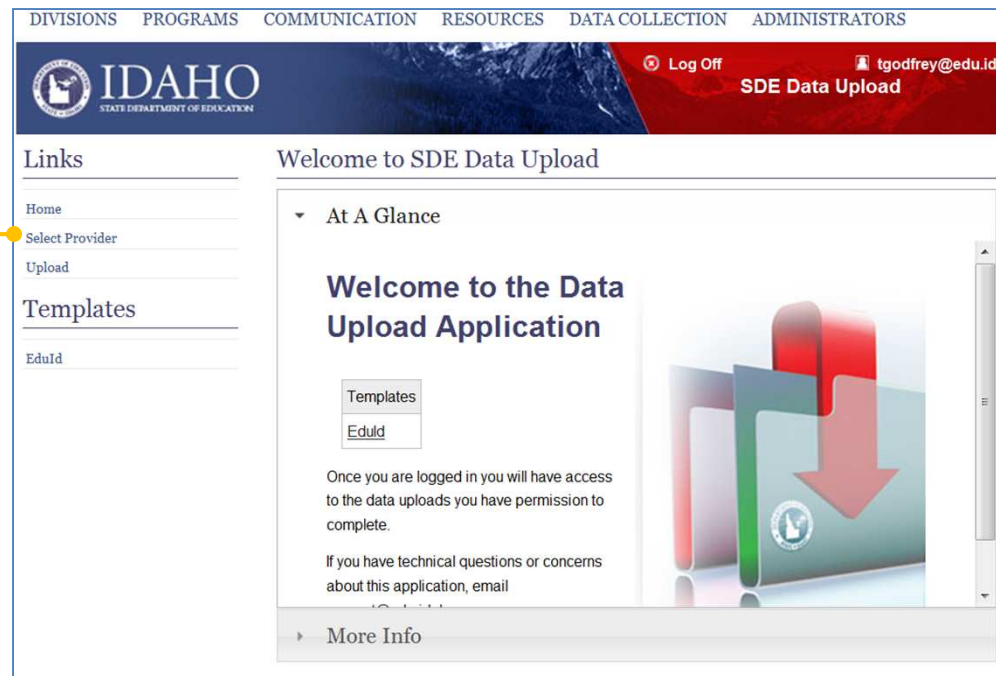
The "Welcome to EDUID" section on the right includes a "At A Glance" heading and a paragraph explaining the EDUID system. It states that the system allows lookup, verification, and assignment of unique identifiers for people in the education system in the state of Idaho. These EDUIDs are foundational to the Idaho System for Educational Excellence (I.S.E.E.), Idaho's K-12 longitudinal data system. It also provides a link to the I.S.E.E. webpage for more information: <http://www.sde.idaho.gov/site/isee/>.

Data Upload

- If you only have permissions to upload for one Provider – then you will be taken directly to the Browse screen to browse and upload your file



- If you have permissions to upload for more than one Provider, you will go to this page, click Select Provider to begin the upload process



Data Upload

- Once you log on you will see the templates you have access to use
- Click on the template link to open the .csv file

The screenshot shows the IDAHO State Department of Education's SDE Data Upload application. The top navigation bar includes links for DIVISIONS, PROGRAMS, COMMUNICATION, RESOURCES, DATA COLLECTION, and ADMINISTRATORS. The IDAHO logo is prominently displayed. A red header bar on the right contains a 'Log Off' button and the user's email, 'tgodfrey@edu.id'. Below the header, the page is titled 'Welcome to SDE Data Upload'. On the left, a 'Links' sidebar lists 'Home', 'Select Provider', and 'Upload'. Below this, a 'Templates' section lists 'EduId', which is highlighted with a yellow dot. A dashed orange line connects this 'EduId' link to the 'EduId' link in the 'At A Glance' section. The 'At A Glance' section features a large graphic of a folder with a red arrow pointing down, and text explaining that users will have access to data uploads after logging in. It also provides contact information for technical questions.

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Log Off tgodfrey@edu.id SDE Data Upload

Links

- Home
- Select Provider
- Upload

Templates

- EduId

Welcome to SDE Data Upload

At A Glance

Welcome to the Data Upload Application

Templates

EduId

Once you are logged in you will have access to the data uploads you have permission to complete.

If you have technical questions or concerns about this application, email

More Info

Data Upload

- Click on Select Provider

The screenshot shows the IDAHO State Department of Education's SDE Data Upload application. The top navigation bar includes links for DIVISIONS, PROGRAMS, COMMUNICATION, RESOURCES, DATA COLLECTION, and ADMINISTRATORS. The IDAHO logo is prominently displayed. A red header bar on the right contains a 'Log Off' button and the user's email 'tgodfrey@edu.id'. Below the header, a 'Links' sidebar on the left lists 'Home', 'Select Provider' (highlighted with a yellow dashed line and a dot), 'Upload', 'Templates', and 'EduId'. The main content area is titled 'Welcome to SDE Data Upload' and features a 'At A Glance' section with a 'Welcome to the Data Upload Application' heading. It includes buttons for 'Templates' and 'EduId', and text explaining that users will have access to data uploads upon login. A large graphic of a folder with a red arrow pointing down is also present. A 'More Info' section is visible at the bottom.

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IDAHO STATE DEPARTMENT OF EDUCATION

Log Off tgodfrey@edu.id SDE Data Upload

Links

- Home
- Select Provider
- Upload

Templates

- EduId

Welcome to SDE Data Upload

At A Glance

Welcome to the Data Upload Application

Templates

EduId

Once you are logged in you will have access to the data uploads you have permission to complete.

If you have technical questions or concerns about this application, email

More Info

Select Provider

- State typing your Provider Name and select it from the drop list once it appears



The screenshot shows a web form titled "SDE Providers". Below the title is a text input field with the placeholder text "Start typing the name or number of a district or school". To the right of the input field is a grey button labeled "select". Below the input field, a dropdown menu is open, displaying a list of providers. The first item in the list is "University of Idaho", which is highlighted. A dashed orange line connects the bullet point in the list to the text "State typing your Provider Name and select it from the drop list once it appears" in the adjacent list.

- Once you have selected the Provider you want the Select button will become active
- Click Select



The screenshot shows the same "SDE Providers" form. The text input field now contains "University of Idaho". The "select" button is now greyed out, indicating it is active. A dashed orange line connects the bullet point "Click Select" in the adjacent list to the "select" button.

Browse For File to Upload

- Click on the Eduld link on the record that says Waiting For Upload to start a new EDUID file upload

University of Idaho				
Name	School Year	Allowed Upload Dates	Upload Begun	Status
Eduld	(n/a)	(n/a)		Waiting For Upload

1

- Click the Browse button to find the file you want to upload

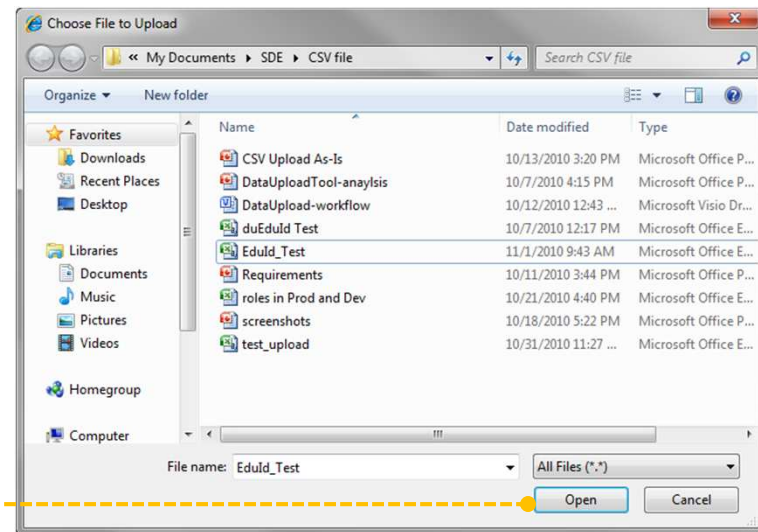
Upload files ×

EDUID request CSV file upload ▾

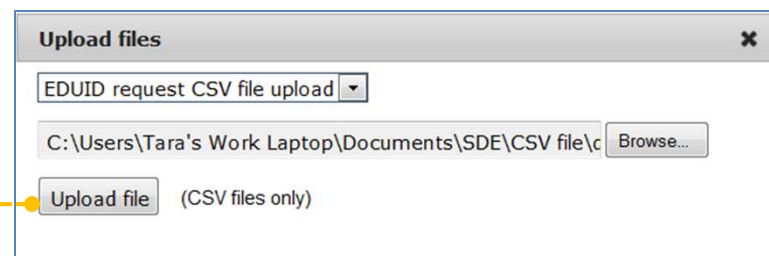
(CSV files only)

Select File to Upload

- Select the file you want to upload and click Open



- Select Upload file button



Uploading Status

- File will process through various stages during the uploading and matching process

EduId - University of Idaho					
Name	School Year	Upload Begun	Status		
EduId	(n/a)	11/1/2010 2:23:54 PM	Importing		
File Name		Uploaded Date	Status	View	Warnings
duEduId Test.csv		11/1/2010 2:23:54 PM	Valid		

EduId - University of Idaho			
Name	School Year	Upload Begun	Status
EduId	(n/a)	11/1/2010 2:37:43 PM	Started

- When the status requires an action from the user, it will be presented as a clickable hyperlink and the user will be sent an email notification

EduId - University of Idaho			
Name	School Year	Upload Begun	Status
EduId	(n/a)	11/1/2010 2:29:01 PM	Resolve Issues

EduId - University of Idaho			
Name	School Year	Upload Begun	Status
EduId	(n/a)	11/1/2010 2:23:54 PM	Complete - Results

Checking the Status

- Once the file has completed the upload and matching process the status will be set to Complete – Results and the link will take you to the downloadable file

EduId - University of Idaho

Name	School Year	Upload Begun	Status
EduId	(n/a)	11/1/2010 2:23:54 PM	Complete - Results

File Name	Uploaded Date	Status	View	Warnings	Errors
duEduId Test.csv	11/1/2010 2:23:54 PM	Valid			

- If Errors occurred during the upload process you would see message in this section

- If there are Issues (multiple matches) a partial file of Results will be available for download and a link will appear to Resolve Issues

EduId - University of Idaho

Name	School Year	Upload Begun	Status	
EduId	(n/a)	11/29/2010 11:47:43 AM	Resolve Issues	Results

File Name	Uploaded Date	Status	Download	View	Warnings	Errors
EduId_Test.csv	11/29/2010 11:47:43 AM	Valid				

Summary of File History

- This list shows a quick snapshot of the files in the upload history and the status of the upload

- Click on the Eduld link or the link in the Status to determine next action necessary

University of Idaho					
Name	School Year	Allowed Upload Dates	Upload Begun	Status	
Eduld	(n/a)	(n/a)		Waiting For Upload	
Eduld	(n/a)	(n/a)	11/29/2010 1:58:41 PM	Complete	Results
Eduld	(n/a)	(n/a)	11/29/2010 1:26:14 PM	Complete	Results
Eduld	(n/a)	(n/a)	11/29/2010 12:50:06 PM	Complete	Results

Download Results

- To download the file results, click on the link Complete – Results

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SDE Data Upload

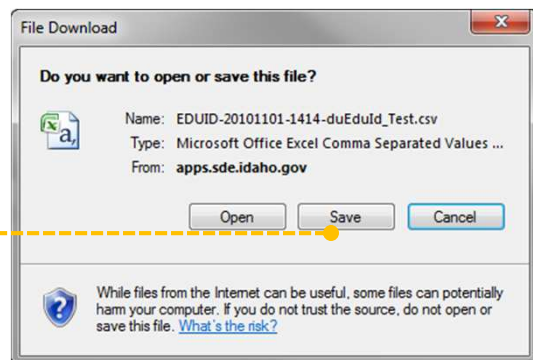
Links EduId - University of Idaho

Home
Select Provider
Upload

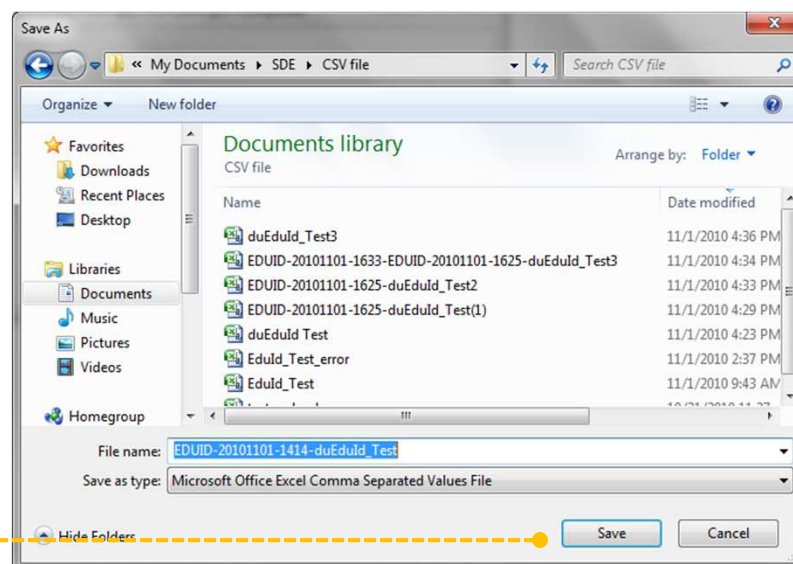
Name	School Year	Upload Begun	Status
EduId	(n/a)	11/1/2010 1:22:28 PM	Complete - Results

File Name	Uploaded Date	Status	View	Warnings	Errors
duEduId Test.csv	11/1/2010 1:22:28 PM	Valid			

- Select Save



- Enter the file name and location and click Save



Viewing Results

- When you open the results in Excel the file will look the same, except that the EDUID's will be complete
- It is important to import this data file back into your Student Information System to ensure the data accurately matches that of the CORE data at SDE.

	A	B	C	D	E	F	G	H
1	LocalPersonId	Eduld	FirstName	MiddleName	LastName	BirthDate	Gender	
2	1234	demo39198	Zayne	Bobby	Wilkinson	1/11/2002	M	
3	5678	demo65761	Shayne	Lobby	Filkinson	1/13/2001	M	
4								
5								

Viewing Partial Results

- If the file has Issues that need to be resolved, only a partial file will be available for download until all issues have been resolved
- It is important to resolve the issues and complete the process otherwise the file will remain in an active status

A	B	C	D	E	F	G	H	I
LocalPersonId	Eduld	SocSecNumber	FirstName	MiddleName	LastName	BirthDate	Gender	
1234			Zayne	Bobby	Wilkinson	1/18/2003	M	
5678			Shayne	Lobby	Filkinson	1/30/2003	m	
2222			Mary		Stark	5/13/2000	F	
1234			Zayne		Smith	1/1/2003	M	
			Zayne		Wilkinson	1/18/2003	M	
			Mary	A	Stark	5/13/2000	F	

Original uploaded file

Name	School Year	Upload Begun	Status	
Eduld	(n/a)	11/29/2010 11:47:43 AM	Resolve Issues	Results

File Name	Uploaded Date	Status	Download	View	Warnings	Errors
Eduld_Test.csv	11/29/2010 11:47:43 AM	Valid				

- Partial file results in Excel

A	B	C	D	E	F	G	H	I
LocalPersonId	Eduld	FirstName	MiddleName	LastName	BirthDate	Gender		
5678	223768474	Shayne	Lobby	Filkinson	1/30/2003	M		
1234	721982625	Zayne		Smith	1/1/2003	M		

Partial downloaded file

Multiple Matches

- For each record where there is more than one possible match – you will get a summary of the possible matches and you will need to pick the appropriate one to use for EDUID.
- Until all issues are resolved, the entire file will be held up for processing and not available for download.
- Pick the entry that is correct and click Select
 - Note that it may require further investigation to determine which is the correct record to select, including confirming with other Providers
- If none of the suggested entries are the correct match, select None of the above, create new EDUID
- Click Select

File Detail

File Detail

File Name	File Status	# Rows	# Multiple Matches	Received Date
Eduld_Test.csv	Valid	6	4	11/29/2010 11:47:43 AM

Multiple Matches Summary

	Lea StudentID	Given Name	Family Names	Gender	BirthDate
Multiple Match	1234	Zayne Bobby	Wilkinson	Male	1/18/2003
	<input checked="" type="radio"/>	Zayne Bobby	Wilkinson	Male	1/18/2003
	<input type="radio"/>	Zayne Isacc	Wilkinson	Male	1/18/2003
	<input type="radio"/>	Zayne	Wilkinson	Male	1/18/2003
	<input type="radio"/>	Zayne I	Wilkinson	Male	1/18/2003
	<input type="radio"/>	None of the above, create new EDUID			
Multiple Match	2222	Mary	Stark	Female	5/13/2000
	<input type="radio"/>	Mary	Stark	Female	5/13/2000
	<input type="radio"/>	Mary Jane	Stark	Female	5/13/2000
	<input checked="" type="radio"/>	Mary	Stark	Female	5/13/2000
	<input type="radio"/>	None of the above, create new EDUID			
Multiple Match		Zayne	Wilkinson	Male	1/18/2003
	<input checked="" type="radio"/>	Zayne Bobby	Wilkinson	Male	1/18/2003
	<input type="radio"/>	Zayne Isacc	Wilkinson	Male	1/18/2003
	<input type="radio"/>	Zayne	Wilkinson	Male	1/18/2003
	<input type="radio"/>	Zayne I	Wilkinson	Male	1/18/2003
	<input type="radio"/>	None of the above, create new EDUID			
Multiple Match		Mary A	Stark	Female	5/13/2000
	<input type="radio"/>	Mary	Stark	Female	5/13/2000
	<input type="radio"/>	Mary Jane	Stark	Female	5/13/2000
	<input type="radio"/>	Mary	Stark	Female	5/13/2000
	<input checked="" type="radio"/>	None of the above, create new EDUID			

Select

Cancel

Complete Results

- Once all the Issues have been resolved, the complete and full set of results will be available for download

EduId - University of Idaho					
Name	School Year	Upload Begun	Status		
EduId	(n/a)	11/29/2010 1:58:41 PM	Complete	Results	
File Name		Uploaded Date	Status	View	Warnings
EduId_Test-prod.csv		11/29/2010 2:30:35 PM	Valid		

Errors

- During the upload process, the file format is validated. If a required field is missing, the record will error out and cause the entire file to stop processing. The file upload status will be Started.
- You will need to fix the file and upload it again.
- Snap shot of upload history – the record with the status Started is the entry for the file above that has the row errors

EduId - University of Idaho

Name	School Year	Upload Begun	Status
EduId	(n/a)	11/1/2010 2:37:43 PM	Started

[Upload File](#)

File Name	Uploaded Date	Status	View	Warnings	Errors
EduId_Test_error.csv	11/1/2010 2:37:43 PM	Invalid	View Row Problems		1 rows had errors.

University of Idaho				
Name	School Year	Allowed Upload Dates	Upload Begun	Status
EduId	(n/a)	9/24/2010 -		Waiting For Upload
EduId	(n/a)	9/24/2010 -	11/1/2010 2:52:14 PM	Started
EduId	(n/a)	9/24/2010 -	11/1/2010 2:37:43 PM	Complete - Results
EduId	(n/a)	9/24/2010 -	11/1/2010 2:29:01 PM	Complete - Results
EduId	(n/a)	9/24/2010 -	11/1/2010 2:23:54 PM	Complete - Results
EduId	(n/a)	9/24/2010 -	11/1/2010 1:22:28 PM	Complete - Results
EduId	(n/a)	9/24/2010 -	11/1/2010 1:12:44 PM	Complete - Results